

Reference Associate

Position Summary: Responsible for duties which support reference and reader's advisory services under the direct supervision of the Head of Adult Services.

Duties and Responsibilities: The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

1. Assists patrons at adult public service desks: helps locate materials; answers reference and reader's advisory questions; instructs patrons in use of all library resources.
2. Posts to staff blogs and KPL social media sites as assigned.
3. Participates in departmental meetings, library-wide committees, and library-related events.
4. Performs other related duties and special projects as assigned

Minimum Qualifications

1. Bachelor's degree from an accredited college or university.
2. Basic knowledge of library operations.

Salary

\$19,645.50 Entry level (or closest step to current salary for transferring employee); pro-rated health insurance; fully paid dental, vision, and life insurance; fully paid retirement; pro-rated vacation, sick leave, and holidays.

Schedule

20 hours per week including 1 evening a week, every 4th Saturday and 6 Sundays per year.

Completed application, cover letter, and recent resume should be sent to Terry New in Human Resources office. Applications available in Administrative Services or at www.kpl.gov

Deadline for applications: Tuesday, March 15, 2016 at 5 pm.